

George Holmes Bixby Memorial Library
52 Main Street • Franconia NH
Board of Trustees Meeting Minutes
August 4, 2016

In Attendance: Elizabeth Hunter Lavalley, Chair; Jan Hicks, Treasurer; Robin Macrae Haubrich, Secretary; Deb Rogers, Trustee; Mike Swinford, Alternate Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian

Absent: Paul Lawrence, Trustee

Member(s) of the Public: There were no members of the public.

Meeting convened at 6:03 pm.

1. Minutes

- a. It was moved, seconded and approved to accept the July 7, 2016 minutes as presented.
- b. It was moved, seconded and approved to accept the July 19, 2016 minutes as presented.

2. Librarians' Reports

- a. Carol stated the July stats as distributed to the board were very good.
- b. Carol distributed the current town budget from Jamie Pike, stating the Library was "right on track".
- c. The Code of Conduct policy has been posted on the town website. Hard copy versions of the Code of Conduct will be placed at various locations in the Library this week.
- d. The Board confirmed with Carol that the bill from Bruce Harrington for his work in the upstairs bathroom will be paid out of the Library budget.
- e. Labels have been ordered for use in updating the hours on the Library bookmarks.
- f. Mary will be on vacation 08/08/16 through 08/13/16.
- g. Carol reviewed past and future programs.
- h. Carol reported that with the team effort of Deb, Jan and herself, hundreds of books weeded from the collection will go to the Labor Day book sale.
- i. The Library will be open 10-1 on Labor Day. The Library will not be creating a float for the parade this year.
- j. Mary reported the children's summer reading program has ended and was a great success, with the children reading many pages.
- k. Mary showed the board the books that were purchased in her mother's memory. Wording for the book plate was discussed.

2. Treasurer's Report

- a. Jan reviewed the Library's finances, referring to the items she had distributed to the Board.
- b. There was an increase in the W&R Harwood account this month in the amount of \$1,137.75 or approximately .97%.
- c. The following payment was made from the TD Bank General Operating Account:
\$243.98 - Reimbursement to Mary for purchase of Summer Reading Program supplies.
- d. The following payments in the amount of \$1,005.34 were made from the Memorial Building Fund:
\$401.23 - Reimbursement to Paul Lawrence for purchase of bathroom fixtures.
\$77.97 - Reimbursement to Paul Lawrence for purchase of bathroom supplies.
\$421.14 - Miller Plumbing for work on bathrooms.
\$105.00 - David Bridgewater for carpentry work in bathroom.
- e. Cash deposits in the amount of \$407.00 were as follows:

\$16.6 - Income from Copier.

\$2.00 - Income from Fax.

\$58.40 - Fines.

\$5.00 - Card Replacement.

\$25.00 - Unrestricted Use Monthly Donation from Heidi Dawidoff.

\$300.00 - Friends Income from Card Making Workshop (To be held for use by the Friends).

f. The treasurer's report was moved, seconded and approved to be accepted as presented..

g. Jan discussed the possibility of using the Vose account for the landscaping project. She will investigate.

h. Jan discussed the availability of funds for the new Wish List effort, and a strategy for prioritizing those purchases.

i. Carol listed her "wish list" items as follows:

- 1 - An enlargement of the portrait of George Holmes Bixby to replace the portrait of the unknown man now hanging over the mantle. Robin will research options.
- 2 - Apply Friends' money to quilt-hanging devices.
- 3 - Repair shutters so they open and close easily.
- 4 - Clean up and maintain the backyard for use. This would include landscaping and a fence, needed to block the steep drop off. Deb will discuss this with the town administrator when she lists maintenance requests.
- 5 - Finish the plumbing in the old bathroom downstairs by capping a malodorous pipe. Jan will call the Miller Brothers.
- 6 - New shelving in the new downstairs storage area. It was determined that cost would come out of Carol's budget.
- 7 - Changing the current door handle closing mechanism on the new upstairs bathroom. A locksmith is needed to change the lock to one that could be accessed by some means from outside the bathroom. Safety issue. Deb will discuss this with the town administrator when she lists maintenance requests.

j. Mary listed her "wish list" items as follows:

- 1 - Carpet cleaning in the children's area. Carpet in children's area has many stains which require more than the routine cleaning. It has had 8 years of use and has not been professionally cleaned. Aesthetic and cleanliness issue. Deb will discuss this with the town administrator when she lists maintenance requests.
- 2 - Paint the wall behind Mary's desk and hang a new bulletin board.
- 3 - Purchase black "dry erase" board and neon markers to note special events.
- 4 - Wall-board material at the bottom of stairs to the lower level has a worsening unpleasant odor ever since the moisture problem (which was remediated) of several years ago. It could be an unhealthy mold situation. It is not a large area and should be removed, inspected and a new surface installed over the stone foundation in that area. It is used by the children's librarian as a bulletin board/display area. Health and aesthetic issue. Deb will discuss this with the town administrator when she lists maintenance requests.
- 5 - Racks and/or shelving for DVDs.
- 6 - Have book shelves built where windows have been bricked shut.
- 7 - Shelving under sink.
- 8 - Locks on craft cabinets.
- 9 - Hanging shelves for displays.
- 10 - More Maker play kits and Doodler pens.

Carol and Mary were asked to research the cost of these items to present at the next meeting.

4. Old Business

Committee Reports:

a. Landscaping: Deb provided an overview of the options for landscaping the front of the Library. She went into detail describing the suggestions made by master gardener Martha Eisenberg. Her rough estimate was \$2000.00 for materials and labor. The board discussed possible sources of financing this project. It was decided to ask Ms. Eisenberg for a solid estimate and detailed sketches before it

commits to a plan.

- b. Deb complimented Jan on her work organizing the downstairs “Trustees’ Closet” and asked her to submit receipts for reimbursement.
- c. Window restoration: Elizabeth reported she has received no new information from Greg Cope or Jamie Pike since the July 19 meeting. She will continue to contact Greg and Jamie on a monthly basis re: progress on this effort.
- d. New library hours of operation: Elizabeth and Carol have been working on a press release to be submitted to the local paper August 11. The press release was distributed to the Board and editing suggestions were made. Robin will work on updating the outside sign.
- e. Sept. 27th open house: It was agreed to make the hours of this event 5:30 - 7:30pm. The Library Director approved the serving of wine by the Trustees at this event. It was moved, seconded and approved to spend up to \$200 for refreshments. Various aspects of the evening were discussed.
- f. It was agreed to move the discussion and full review of Library Policy to upcoming meetings. Carol briefly reviewed her research on which library policies are typically posted online. It was moved, seconded and approved to post individual sections of our policies online.

5. New Business

- a. There was no new business.

6 . Public Comment

- a. There was no public comment.

7. Adjournment:

- a. A motion was moved, and seconded and approved to adjourn at 8:10 pm.

Date of next meeting: Sept 1, 2016 at 6PM (please note that starting with the October meeting, we will begin at 7PM)

Respectfully submitted,
Robin M. Haubrich, Secretary